

## DEVELOPMENTAL COUNSELING FORM

For use of this form see FM 22-100.

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)  
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.  
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.  
DISCLOSURE: Disclosure is voluntary.

### PART I - ADMINISTRATIVE DATA

Name (Last, First, MI) <b>Smith, Joseph</b>	Rank / Grade <b>SGT/E-5</b>	Social Security No. <b>123-45-6789</b>	Date of Counseling <b>2 Aug 02</b>
Organization <b>HHC, Your Unit, APO AE 09123</b>		Name and Title of Counselor <b>SFC Jones, John P / Platoon Sergeant</b>	

### PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

**You are being counseled on your failure to meet the Height and Weight standards as stated in AR 600-9 Section III, Table 2. This counseling constitutes your enrollment into the Army Weight Control Program and outline actions required to meet the standards.**

### PART III - SUMMARY OF COUNSELING

**Complete this section during or immediately subsequent to counseling.**

#### Key Points of Discussion:

**Age: 25   Ht: 70"   WT 191   Auth WT: 185   %BF: 22.36%   Auth BF: 22%**

- o Weight and tape standards IAW AR 600-9
  - o *Authorized Weight and Height Table*
- o The impact on your career for failing the Army's weight standards
  - o *Maintaining your leadership position*
  - o *Removal from the promotion standing list*
  - o *Bar to reenlistment*
- o Flagging actions placed on you and its impact
  - o *Reenlistment*
  - o *Passes/Leaves*
  - o *Awards*
- o Placed in the Unit's Overweight Physical Fitness Program
  - o *Medical screening*
  - o *Monthly weigh-ins*

In addition to being counseled on the points above, he/she received counseling on the following: (1) Failure to comply with Army regulations could result in separation under the provisions of AR 635-200 being initiated; (2) That if separated prior to ETS, that he/she would receive an honorable discharge for their current term of service, or their term of service would be uncharacterized if they have served less than 180 days on active duty; (3) The basis for each characterization of service and the discharge certificates received for each and that his/her character of service would become part of a permanent record and may be provided to any Federal agency if they were to apply for either federal employment or security clearance; (4) The possible effects that each type of discharge would have on reenlistment, civilian employment, veterans benefits, and related matters; (5) That separation prior to ETS may preclude him/her from enlisting in any component of the Armed Forces; (6) That separation prior to ETS may cause him/her to lose their entitlement to education benefits and money paid into the Army College Fund; (7) That separation prior to ETS may cause him/her to repay any unearned bonus received for enlistment or reenlistment; (8) That he/she is encouraged to make every reasonable effort to ensure his/her performance and conduct meet military standards; (9) That he/she would be given a reasonable effort to bring their substandard performance and conduct to acceptable military standards.

#### OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action:** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Become familiar with AR 600-9*
- o Get enrolled in the unit's overweight physical fitness program*
- o Attend the Nutrition class*
- o Lose 3 to 5 pounds each month*
- o Establish a physical fitness program for after duty hours*
- o Use the advise from the Nutrition class for a diet and sticking with the diet*
- o Weigh-in every two to three days to monitor weight loss*
- o Inform the chain-of-command of any medical problems that may come up*

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Joseph Smith Date: 2 Aug 02.

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action):

*Provide a copy of AR 600-9. Enroll the soldier in the unit's overweight program. Flag soldier for overweight. Schedule the soldier for a medical screening. Schedule the soldier for a Nutrition class. Monitor the soldier's progress and weigh soldier every 30 days. Do PT with the soldier to give him/her moral support.*

Signature of Counselor: John P. Jones Date: 2 Aug 02.

#### **PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Assessments done on:

*1 Sep 02 Lost a total of 6 pounds. Motivated other soldiers on the unit program to give 100% every day. Developed an outstanding personal PT program.*

*30 Sep 02 Lost 5 pounds. Weight is 5 pounds below allowed weight. Passed tape test with 20.85% Body Fat. Removed from the Overweight Program.*

Counselor: John P. Jones Individual Counseled: Joseph Smith Date of Assessment: 30 Sep 02.

**Note:** Both the counselor and the individual counseled should retain a record of the counseling.